Maryland Integrated Map (MD iMap)

Technical Committee Charter

Version 1.0

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Record of Changes

Version	Date of Change	Pages Affected	Nature of Change	Author
A	07/24/2009	All	Initial	Graham Petto
B	03/03/2010	All	Update to Comply with EO 01.01.2009.20	Graham Petto

Record of Approval

Version	Date of Approval	Approver
1.0	Pending	MD iMap Executive Committee

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CHAPTER 1 INTRODUCTION

1.1 MD iMap Background

Since the early 1990's, the Maryland GIS community, working through the Maryland State Geographic Information Committee (MSGIC) and lead by several key state agencies (Departments of Transportation, Environment, Natural Resources and Planning), has developed and implemented plans for the key elements of a statewide basemap. The elements include transportation features, imagery, elevations, parks and other protected lands, feature/place names and boundaries. Where available and appropriate, existing resources were utilized, such as scanned images of standard US Geological Survey 7.5' Quadrangle maps. Over the years these elements were designed to work with each other to the extent practicable.

At the July 31, 2007 BayStat meeting, Governor O'Malley outlined his vision for a statewide basemap that would serve Maryland agencies and be a model for other states who may be grappling with similar issues and needs. The Governor's Acting Geographic Information Officer (GIO), Ken Miller, was tasked with developing the model and timeline for implementing the Governor's vision of a statewide basemap for Maryland.

Since the Governor's direction, a collaborative effort has been made by multiple levels of government (State, Regional, County and Municipal) to build out the MD iMap program. For example, the base infrastructure for MD iMap was purchased using a combination of State and County funds; a number of datasets (e.g. address/centerline, imagery and parcels) have or are being developed in a coordinated manner; and representatives from each level are participating in the development of MD iMap policies, procedures, standards and guidance documentation.

In December 2009, Executive Order 01.01.2009.20 was signed by Governor O'Malley. The Executive Order (EO) officially acknowledges the transfer of the position of the GIO to the Maryland Department of Information Technology. The EO confirms the establishment of the MD iMap Executive Committee and the MD iMap Technical Committee, providing guidelines for roles and responsibilities of the two committees. Finally, with this EO, the Governor's Office affirms its support of the actions of the two committees.

1.2 Introduction to Technical Committee Charter

The MD iMap Technical Committee Charter serves to outline the purpose, membership and operating structure of the committee. The Technical Committee is a key component in the development and sustainability of MD iMap.

1.3 Document Structure

This section explains how the document is organized.

- Chapter 1 – Provides an introduction to the MD iMap program and this specific document.
- Chapter 2 – Purpose of the Technical Committee

- Chapter 3 – Technical Committee Membership

- Chapter 4 – Technical Committee Meeting Structure

1.4   Audience

The intended audience for this document is MD iMap stakeholders and participants; as well as any additional audiences interested in the MD iMap.

- State Geographic Information Officer (GIO)
- MD iMap Executive Committee members
- MD iMap Technical Committee members
- MD iMap Stakeholders
- Maryland State Government GIS personnel
- Maryland Local Government GIS personnel
- Maryland private and non-profit GIS representatives
- Others as determined by the MD iMap Executive Committee

1.5   Terms, Acronyms and Abbreviations

A description of terms, acronyms and abbreviations included in this document can be found at http://dnrweb.dnr.state.md.us/gis/mdimapglossary/.

1.6   Additional Readings

Additional MD iMap Program documentation can be found on the MDiMap portal (hyperlink to be added).

CHAPTER 2 PURPOSE OF THE TECHNICAL COMMITTEE

The purpose of the Technical Committee shall focus work on the following items:

1. Facilitate the development of MD iMap contents, policies and procedures

2. Establish and monitor MD iMap metrics

3. Staff work groups

4. Provide MD iMap program status reports to the Executive Committee

5. Resolve issues identified by any work groups that have been established

6. Ensure consistency in any work group-developed contents, policies and procedures

7. Submit MD iMap resources to the Executive Committee

8. Submit recommendation to the Executive Committee for changes, additions or exceptions to MD iMap system infrastructure or data sets

9. Identify MD iMap-related issues and submit them to the Executive Committee

10. Ensure the quality and currency of MD iMap resources

11. Review and provide advice on GIS-related projects to the Executive Committee or the GIO

12. Provide planning and oversight support for MD iMap GIS projects

13. Provide advice on GIS-related issues associated with MD iMap projects

14. Review MD iMap GIS projects to ensure they conform to the MD iMap program policies

15. Promote, advertise and market the application, capabilities, benefits and results of MD iMap

CHAPTER 3 TECHNICAL COMMITTEE MEMBERSHIP

The Technical Committee shall consist of State agency personnel responsible for using and implementing MD iMap, local government representatives in the field of GIS, and private and non-profit representatives in the field of GIS. In addition, the GIO will appoint a Technical Committee Chair(s) from the group membership.

Table 3.1 – Active Membership (as of March 2010)

Representative Organization	Organization Type
Department of Agriculture	State Government
Department of Environment	State Government
Department of Natural Resources	State Government
Department of Planning	State Government
Department of Transportation	State Government
Department of Housing and Community Development	State Government
Department of Business and Economic Development	State Government
Department of Health and Mental Hygiene	State Government
Department of Information Technology	State Government
Maryland State Police	State Government
Maryland Emergency Management Agency	State Government
Governor's StateStat Office	State Government
Department of Labor, Licensing and Regulation	State Government
Department of Juvenile Services	State Government
Baltimore County	Local Government
Frederick County	Local Government
Baltimore Metropolitan Council	Local Government

Howard County	Local Government
Queen Anne's County	Local Government
Montgomery County	Local Government
Maryland Poison Center	State Government
Department of Human Resources	State Government
City of Annapolis	Local Government
Towson University Center for GIS	Education
Community College of Baltimore County	Education
Maryland Environmental Service	Not-for-Profit Public Corporation

CHAPTER 4 TECHNICAL COMMITTEE MEETING STRUCTURE

4.1 Meeting Schedule and Process

The Technical Committee will meet the first and third Tuesday of each month or as required to keep track of issues and progress of the implementation of MD iMap and to provide on-going statewide support to its stakeholders.

4.2 Meeting Agenda

At each meeting, the status of MD iMap supporting projects will be reported to the Technical Committee by the Committee Chair(s) using an agenda outline such as the following:

    A. Introductory Items such as:

- Introductions
- Review Agenda
- Review and Accept Minutes from previous meeting
- Review Action Items/Deliverables from previous meeting

    B. Review Individual Project Status/Work Group Reports

- Overall Status

- – Scope status
- – Schedule status
- – Budget status
- – Reason for deviation from green

- Present new issues/concerns since the last Technical Committee meeting

- Review and approval of change orders

- Budget

- Milestone review

- Formal acceptance of deliverables

- Accomplishments against last meeting's plans

- Plans for the next reporting period

- Outstanding issues, open points, conflicts

- Specific requests for assistance of the Technical Committee

C. Review items/issues/points of discussion for Executive Committee

D. Consideration of other items relevant to MD iMap

E. Review and summarize new actions from this meeting

F. Plans, date and location for next meeting